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STANDARD FORM NO. 64

Sanitized - Approved For Release : CIA-RDP70-00211R000100360001-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Incentive Awards Staff

DATE: 14 October 1955

FROM : Chief, Records Management Staff

SUBJECT: Report of Survey

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1. Attached is the report on the recently completed Records Management survey of your staff. This survey was conducted in response to an oral request from your office. The report was prepared by Mr. [REDACTED] of this staff.

2. It is believed the survey has resulted in the installation of an active and effective Records Management Program for your Staff. Specifically, the establishment of standard record systems, employment of administrative techniques to improve work flow, realignment of duties, and the initiation of an active disposition program.

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3. This accomplishment can be credited largely to the personal interest displayed and the wholehearted cooperation extended to Mr. [REDACTED] by all members of your Staff. I want to thank you and your people for the cooperation and assistance which made this possible.

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Attachment

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